Form ETA 9178-ARPA

U.S. Department of Labor (DOL)   OMB No. N/A[2]
Employment and Training Administration   Expiration Date: N/A
Form ETA 9178-ARPA

Quarterly Narrative Progress Report
American Rescue Plan Act (ARPA) Grants

General Information			
State Name:	**Grant Number:**	**Report Quarter Ending:**	**Date of Submission:**
[ ]	[ ]	[ ]	[ ]

Project Name:	[ ]	**UIPL Number:**	[ ]

Project Contact Information					
Name:	[ ]	**Agency:**	[ ]		
Title	[ ]	**Address:**	[ ]		
Phone:	[ ]	**Ext:**	[ ]	**City:**	[ ]
E-Mail:	[ ]		**State:**	[ ]	**Zip Code:** [ ]

Project Report

A. Summary of Project

Please limit your response to 1000 characters or less.

States must use this section to provide a detailed executive summary of the project/activity/solution (project). Each funded project will have its own separate quarterly progress report (ETA 9178-ARPA) through the quarter the project ends. States must use this section to provide a short summary of the project's purpose. This summary should only change during the life of the grant if the state has received an approved modification. Modifications only apply to grants that require a full application.

B. Timeline for Grant Activities and Milestones or Deliverables

Please limit your response to 1000 characters or less.

States must use this section to provide the timelines for and the progress in completing grant activities, key milestones, and deliverables for this quarter. A timeline must still be developed for all project activities. The timeline must provide a project flow that includes start and end dates, schedule of activities, and projected outcomes. In order to reap the most benefit from the timeline, the timeline must be updated each quarter noting the actual date of completion as each activity is accomplished. Items to incorporate in the timeline include: project goals, milestones, special events, important deadlines and deliverables.

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[2] Refer to Section 2116(a) of P.L. 116-136, the Coronavirus Aid, Relief, and Economic Security Act, March 27, 2020.

C. Project Implementation and Funding Status

Please limit your response to 1000 characters or less.

States must use this section to provide a description of the implementation of key activities and/or project status for the current quarter. Place an 'X' in one of the four check-boxes provided below to provide an assessment of implementation progress. The assessment must be supported by the status narrative noting if the project is on schedule, behind schedule, ahead of schedule, or complete this quarter. Once the project is marked as complete this quarter, the state is no longer required to submit an ETA 9178-ARPA report for the project.

In addition, please provide the funding status for this project for the end of the quarter, including the total project funding, total obligated, funding balance, and time remaining to expend funds/expenditure target.

State Self-Assessment:	On Schedule	Behind Schedule	Ahead of Schedule	Complete this Quarter
	☐	☐	☐	☐

Total Project Funding	Total Obligated	Funding Balance	Expenditure Target
☐	☐	☐	☐

D. Project Challenges, Risk Mitigation Efforts/Modification Requests, and Technical Assistance Needs

Please limit your response to 1500 characters or less.

States must use this section to summarize any significant challenges to project implementation encountered during the quarter, and describe any risk mitigation efforts or actions taken to address the identified challenges. In addition, a status update must be provided on the resolution of challenges identified in previous quarters. This section should also include any questions you have for DOL and note any identified needs for technical assistance from DOL or others. The narrative must also indicate whether the grantee is requesting a modification to any project strategies and how the modification request changes the original project proposal. If a modification has been requested, the narrative must also indicate the status of the modification request. Modifications only apply to grants that require a full application. If states have nothing to report, that should be specified.

E. Best Practices, Promising New Strategies and Success Stories

Please limit your response to 1000 characters or less.

States must use this section to describe promising approaches, innovative processes, or grant success stories. States must also describe any lessons learned and how those lessons learned will be implemented. Throughout the implementation of the project, states may discover new strategies that emerge as a result of data-driven continuous improvement. As progress is made with a new and promising strategy, or as data is gathered to support it, states must document the progress and data each quarter. If states have nothing to report, that must be specified.

F. Additional Outcome Information

Please limit your response to 1000 characters or less.

This section requires states to report grant-specific outcomes not captured in other sections of the quarterly narrative progress report, including, but not limited to, outcomes measuring equitable service delivery, outcomes measuring fraud detection and prevention, outcomes measuring backlog reduction, specific outcomes included in the grant application.

Certification	
Name of Grantee Certifying Official:	
Phone:	
E-Mail Address:	

Instructions to Complete ETA 9178-ARPA

Contact Information:

This section is to provide the contact information (*i.e.*, Name, Title, Address, etc.) for the state official who is responsible for the day-to-day operation and implementation of the project. This may be a different person that the certifying official.

Certification:

- **Name of Certifying Official**
  Use this section to provide the name of the state official who is certifying submission of the report to the U.S. Department of Labor (Department).
- **Telephone Number**
  Provide the area code and telephone number ((###) ###-####) of the authorized state official.
- **Email Address**
  Provide the email address of the authorized state official.

General Instructions

States receiving ARPA Grant Funds are required to submit quarterly progress reports to the Department's Employment and Training Administration (ETA) in order to comply with the reporting and record keeping requirements of these funds. Each state recipient of funds must submit a narrative Quarterly Progress Report (QPR) containing updates on the progress and implementation of the project(s) undertaken as a result of the funding.

Report Form and Instructions

The QPR provides narrative updates on the implementation of project(s) undertaken as a result of the funding and the status of each project per quarter.

Due Dates

All quarterly reports are due to ETA no later than 45 days after the end of each reporting quarter. The table below shows the expected due dates for each reporting quarter.

Reporting Quarters	Due Dates
October 1st – December 31st	February 14th
January 1st – March 31st	May 15th
April 1st – June 30th	August 14th
July 1ST – September 30th	November 14th

Should the due date of the report fall on a Saturday, Sunday, or holiday, the report is due the previous business day.

Submission Procedures

Information contained in the quarterly report (ETA 9178-ARPA) must be submitted by email directly to the ETA regional office. An ETA Federal Project Officer will review and accept the report within 30 days of receipt.

> OMB Approval. Section 2116(a) of the CARES Act, 5 U.S.C. 9032(a), states that "Chapter 35 of Title 44, United States Code, (commonly referred to as the 'Paperwork Reduction Act of 1995') shall not apply to the provisions of, and the amendments made by, this subtitle." As the OMB approval process is waived for these reporting instructions, these instructions should be considered final.